



# ADMINISTRATIVE DIRECTOR OF THE SUPERIOR COURT

**Pinal County,  
Arizona**

## ***Job Description***

Performs professional and technical work of unusual difficulty as the chief executive officer of the court; exercises administrative supervision over court personnel through court department heads; performs other duties as required or assigned. This position works under the direction of the Presiding Judge of the Superior Court. Positions at this level manage a major department of the organization. The most critical and time-consuming responsibilities include policy implementation, direction of programs/ service delivery, and resources management in a major department or major functional area of the organization. The decisions made affect the goals, services, and objectives of the organization and may involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework of policy guidance.

## ***Representative duties include:***

- Approves and executes leases, contracts, or other documents on behalf of the Court;
- Assists judges in establishing and implementing court policies and procedures;
- Assists the Presiding Judge in the fulfillment of reporting requirements to the Arizona Supreme Court;
- Compiles and maintains statistics of the court's business;
- Coordinates the preparation, presentation, administration, and management of all court-related budgets, including indigent defense;
- Develops and implements court security plans;
- Develops and implements long-range equipment and facility plans;
- Directs the operation of the law library and the activities of the law librarian;
- Functions as liaison for the Presiding Judge with other court-related entities, the Administrative Office of the Supreme Court, the Pinal County Board of Supervisors, and other governmental units;
- Manages the space and facilities utilized for the operation of the court;
- Oversees and coordinates the administrative and management activities of the court, its departments and entities;
- Represents the court in state and local legislative process; and
- Serves as the public information officer of the court.

## ***Required Qualifications***

Bachelors in Business Administration or other related field from an accredited college or university AND 7 years of progressively responsible experience in administration and management in a judicial setting, including supervisory experience.

## ***Special Instructions to Applicants***

Employment is contingent upon the successful completion of a background investigation. This includes, but is not limited to a criminal background check, fingerprints check, verification of work history, academic credentials, licenses, and certifications as applicable.

This position is not covered under the Pinal County Judicial Merit System. Incumbents in this position serve at the pleasure of the Presiding Judge. The employment relationship of incumbents in this position is "at will" and the employee may be terminated at any time, for any reason, with or without cause.

## ***Salary***

\$102,481.60 - \$141,398.40

## ***Contact***

For complete information and to apply for this challenging position please visit our website at [www.pinaljobs.com](http://www.pinaljobs.com) and reference job requisition 260-4387. EOE

**You may also contact Human Resources at 1-520-866-3585**



PINAL COUNTY  
*wide open opportunity*



# PINAL COUNTY, ARIZONA

Pinal County (pop. 375,000) is situated between Maricopa County (Phoenix) and Pima County (Tucson) spanning 5,370 square miles in the southern portion of Arizona. Pinal County remains one of the fastest growing counties in the country, having increased from 191,000 in 2000 to its current population of 375,000. Pinal County offers the peace and quiet of a predominantly rural setting together with the convenience of quick and easy access to the Phoenix and Tucson metropolitan areas with the vast array of opportunities those cities offer for entertainment, the arts, shopping, professional and collegiate sports and world class resorts and restaurants.

The County has two distinct regions: the eastern mountainous area (copper mining and tourism) and the western lower valley desert area (manufacturing, distribution and agriculture). Casa Grande (pop. 46,000) is the largest city with Florence as the County Seat.

Several national, state and county parks and recreation areas are located in the County: Casa Grande Ruins National Park in Coolidge, Boyce Thompson Arboretum State Park near Superior, Picacho Peak State Park near Red Rock, and the Lost Dutchman State Park in Apache Junction. Beyond the parks, trails and abundant open spaces in Pinal County are numerous opportunities for outdoor camping, hiking, and recreation.

The County's diverse economy, pro-business atmosphere, availability of low cost land and water resources, excellent transportation system, robust power grid, and trained and available workforce create a county of "wide open opportunity" to live, work and play.

## ***Fun Facts . . .***

Pinal County covers almost 5,400 square miles. This is about 500 square miles larger than the entire state of Connecticut.

You could just about fit two Delawares inside Pinal County.

The Pinal County Superior Court has a reputation for leadership, innovation and creativity. Stakeholders work closely together to improve outcomes and ensure that evidenced based practices are at the forefront of their work.

Four tribal communities have land extending into Pinal County:

- San Carlos Apache Tribal Community
- The Ak-Chin Community
- The Tohono O'odham and the
- Gila River Indian Community

**Superior Court Administration**  
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Florence, Arizona 85132

**520-866-5400**

**[www.pinalcountyz.gov](http://www.pinalcountyz.gov)**